



August 1, 2014

James R. Hallmark, Ph.D.  
Vice Chancellor for Academic Affairs  
The Texas A&M University System  
301 Tarrow, 7<sup>th</sup> Floor  
College Station, Texas 77840

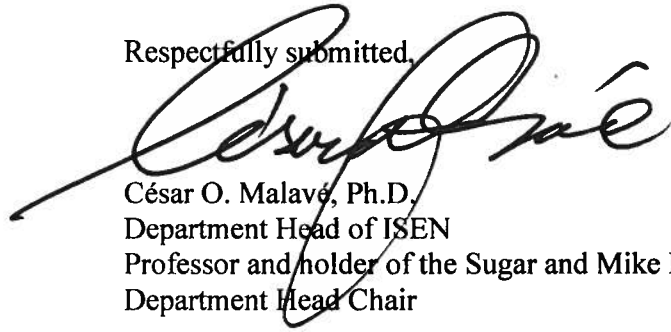
Dear Dr. Hallmark:

Attached is an administrative change proposal for the Master of Science degree in Engineering Systems Management (ENSM).

The Department of Industrial & Systems Engineering desires that the ENSM program be administered as a graduate offering of the Industrial and Systems Engineering Department and that the responsibility for the ENSM program be solely with the ISEN Department Head. The program will thus be managed along with the remainder of our graduate programs by the Graduate Program Director of the ISEN Department.

The background of the ENSM program and the rationale of this proposed change are attached for your review.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'César O. Malavé', written over the typed name and title.

César O. Malavé, Ph.D.  
Department Head of ISEN  
Professor and holder of the Sugar and Mike Barnes  
Department Head Chair

**Approval Recommended:**

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James R. Hallmark, Ph.D.  
Vice Chancellor for Academic Affairs

## **Administrative Change Request for Academic Reorganization of the Engineering Systems Management Program**

### **EXECUTIVE SUMMARY**

#### *Proposed Administrative Change*

The Department of Industrial & Systems Engineering requests permission to let the ENSM program be administered as a graduate offering of the Industrial and Systems Engineering Department and that the responsibility for the ENSM program be solely with the ISEN Department Head. The program will thus be managed along with the remainder of our graduate programs by the Graduate Program Director of the ISEN Department.

The current Graduate Catalog does not accurately reflect the nature or administration of the ENSM program. ISEN requests the Graduate Catalog be changed from the current description (page 153, 2012-13 version):

#### “The Degree of Master of Science in Engineering Systems Management

Through the departments of Industrial and Systems Engineering and Information and Operations Management, the Master of Science – Engineering Systems Management (MS) degree is offered under the joint auspices of the Dwight Look College of Engineering and the Mays Business School. The program is non-thesis, interdisciplinary and jointly administrated by the Engineering and Business faculty to provide a student with comprehensive assemblage of manufacturing management skill.”

to the following description:

#### “The Degree of Master of Science in Engineering Systems Management

Through its Department of Industrial and Systems Engineering, the Dwight Look College of Engineering offers a non-thesis program leading to the degree of Master of Science – Engineering Systems Management. It is intended to provide a student with a comprehensive assemblage of systems, modeling and management skills.”

#### *Rationale:*

In the late 1990’s an online distance learning M.S. degree program in Life Cycle Engineering and Operations Management was established and jointly administrated by the Department of

Industrial Engineering (Dwight Look College of Engineering) and the Department of Information and Operations Management (Mays Business School). Several years after the establishment of the program, the co-director from the Mays School (Dr. Robert Davis) left the University, and administration of the program was transferred solely to the Department of Industrial Engineering. By 2000, all formal ties with the Mays School has been abandoned, Dr. Don Smith (ISEN) was first named director of the program. After 2011, the program was managed by the Graduate Program Director of ISEN (initially Dr. Guy Curry and now Dr. Yu Ding). All core courses were taught by Department of Industrial and Systems Engineering Faculty. In this time frame, the program was renamed the M.S. degree program in Engineering Systems Management (ENSM). Thus for at least 15 years, the program has not been an interdisciplinary program.

#### *Cost Implications*

The ENSM program has been *de facto* administrated solely by ISEN for fifteen years. After this proposed change, no addition cost will incur.

#### *Effective Date:*

January 1, 2015



## **Administrative Change Request Form** **Modification of Administrative Unit**

**Directions:** An institution shall use this form to propose the creation of or a change to an academic unit such as a department, school, or college that administers certificate and/or degree program(s). All sections should be completed unless noted otherwise.

**Information:** Contact the System Office of Academic Affairs at 979-458-6072 for more information.

### **Administrative Information**

1. **Institution** – Department of Industrial & Systems Engineering
2. **Description** – The Department of Industrial & Systems Engineering requests that the Master of Science degree in Engineering Systems Management (ENSM) program be administered as a graduate offering of the Industrial and Systems Engineering Department and that the responsibility for the ENSM program be solely with the ISEN Department Head. The program will thus be managed along with the remainder of our graduate programs by the Graduate Program Director of the ISEN Department.
3. **Reason for Change** – In the late 1990's an online distance learning M.S. degree program in Life Cycle Engineering and Operations Management was established and jointly administrated by the Department of Industrial Engineering (Dwight Look College of Engineering) and the Department of Information and Operations Management (Mays Business School). Several years after the establishment of the program, the co-director from the Mays School (Dr. Robert Davis) left the University, and administration of the program was transferred solely to the Department of Industrial Engineering. By 2000, all formal ties with the Mays School has been abandoned, Dr. Don Smith (ISEN) was first named director of the program. After 2011, the program was managed by the Graduate Program Director of ISEN (initially Dr. Guy Curry and now Dr. Yu Ding). All core courses were taught by Department of Industrial and Systems Engineering Faculty. In this time frame, the program was renamed the M.S. degree program in Engineering Systems Management (ENSM). Thus for at least 15 years, the program has not been an interdisciplinary program.
4. **Program Inventory** – Show how the change would appear on the Coordinating Board's Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes.

The Texas CIP for the ENSM program is 14.3501.00 (Industrial Engineering). After the proposed change, the program's Texas CIP code remains the same.

5. **Proposed Implementation Date** – Report the date that the change would go into effect.

January 1, 2015.

6. **Contact Person** – Provide contact information for the person who can answer specific questions about the administrative change.

Name: Dr. Yu Ding

Title: Director of Graduate Program, ISEN

Email: [yuding@iemail.tamu.edu](mailto:yuding@iemail.tamu.edu)

Telephone: 979-458-2343



**I. Impact**

- A. Role and Mission – Describe how the change would affect the role and mission of the institution.

The proposed change does not affect the role and mission of the institution.

- B. Program Support and Development

1. Describe how the change would affect existing degree programs and plans for new degree programs.
2. Indicate how many students and faculty there would be in the proposed administrative unit, by level and by degree program.
3. Describe how the proposed administrative unit would compare to existing administrative units at the same level (e.g., department, college, school, etc.) in terms of cost and number of students and faculty supported.

The ENSM program has been *de facto* managed solely by ISEN for the past fifteen years. All core courses were taught by the ISEN faculty. The proposed change does not affect existing degree program or plans for new degree programs.

Currently, ISEN has about 50 students in the ENSM program and 19 tenured/tenure-track faculty members.

- C. Accreditation – Explain how the change would affect accreditation or re-accreditation.

The proposed change does not affect accreditation or re-accreditation.

- D. Resources – Describe how the change would affect resources (e.g., number of employees, salaries of key administrators and faculty, the course inventory, facilities, and equipment) for the next five years.

The proposed change does not affect resources, as it will be administrated as it has been in the past fifteen years.

**II. Costs and Funding**

Five-year Costs and Funding Sources – Use this table to show five-year costs and sources of funding for the change. (New five-year costs that equal or exceed \$2 million must be approved by the Coordinating Board at one of its quarterly meetings.)

The proposed change does not add new costs nor request new sources of funding, as it has been managed by the ISEN faculty for the past fifteen years, and will continue the same way of administration and offering.

|                        |                          |
|------------------------|--------------------------|
| <b>Five-Year Costs</b> | <b>Five-Year Funding</b> |
|------------------------|--------------------------|

|                                  |            |  |            |
|----------------------------------|------------|--|------------|
| Personnel <sup>1</sup>           | \$0        | Reallocated Funds <sup>3</sup>               | \$0        |
| Facilities and Equipment         | \$0        | Anticipated New Formula Funding <sup>4</sup> | \$0        |
| Library, Supplies, and Materials | \$0        | Special Item Funding                         | \$0        |
| Other <sup>2</sup>               | \$0        | Other <sup>5</sup>                           | \$0        |
| <b>Total Costs</b>               | <b>\$0</b> | <b>Total Funding</b>                         | <b>\$0</b> |

1. Report costs for new administrative positions and new support staff. For new faculty, prorate individual salaries as a percentage of the time assigned to administer the new academic unit and any new programs under that unit. If existing faculty and support staff will be reassigned to administer the academic unit, include personnel costs necessary to maintain existing administrative efforts and existing programs. (e.g., costs of adjuncts to cover courses previously taught by faculty who would now administer a new academic unit.)
2. Report other administrative costs here (e.g., new accreditation costs, travel directly related to administrative unit.)
3. If existing funding would be used to support the new administrative unit, indicate the funding sources and how the reallocation of funds would affect existing administrative units and programs.
4. Not generally applicable to administrative change requests. Show formula funding for students new to the institution in tables of costs and funding for new degree programs.
5. Report other sources of funding such as debt service, gifts, in-hand grants, and likely future grants that would directly support the new administrative unit.





### Signature Page

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

*I certify that the institution has adequate funds to complete the administrative change and to support any new or reorganized academic unit(s). Furthermore, the change will not reduce the effectiveness or quality of existing programs, departments, schools, or colleges.*

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Chief Executive Officer

Date

2. System Office of Academic Affairs Approval

*On behalf of the A&M System, I certify that the Office of Academic Affairs has approved the administrative unit.*

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James R. Hallmark, Ph.D.

Date

## Certification Form for Program Revisions Texas Higher Education Coordinating Board

**Directions:** An institution shall use this form to request an administrative change that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44: (a) The administrative change has institutional and board of regents approval, (b) the institution certifies that adequate funds are available to cover the costs of the administrative change, (c) new costs during the first five years would not exceed \$2 million, and (d) the administrative change meets all other criteria in Section 5.47 of Board Rules (relating to Criteria for Administrative Change Requests).

If an administrative change does not meet the criteria above, an institution must submit a request using the *Administrative Change Request Form*.

An institution may also use this form to report the creation or change to a unit that does not administer a certificate or degree program (e.g., a research center) to update the Program Inventory.

**Information:** Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

### Administrative Information

1. **Institution:** Department of Industrial & Systems Engineering
  
2. **Description of Administrative Change:** (*e.g., create a new Department of Sociology; merge existing College of Science and College of Liberals Arts into a new College of Arts and Science, etc.*)

The Department of Industrial & Systems Engineering requests that the Master of Science degree in Engineering Systems Management (ENSM) program be administered as a graduate offering of the Industrial and Systems Engineering Department and that the responsibility for the ENSM program be solely with the ISEN Department Head. The program will thus be managed along with the remainder of our graduate programs by the Graduate Program Director of the ISEN Department.

3. **Program Inventory** – Show how the change would appear on the Coordinating Board's Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes.

The Texas CIP for the ENSM program is 14.3501.00 (Industrial Engineering). After the proposed change, the program's Texas CIP code remains the same.

4. **Implementation Date:**

January 1, 2015.

5. **Contact Person:** Provide contact information for the person who can answer specific questions about the program.

Name: Dr. Yu Ding

Title: Director of Graduate Program, ISEN

E-mail: [yuding@iemail.tamu.edu](mailto:yuding@iemail.tamu.edu)

Phone: 979-458-2343

### Signature Page

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44:

- (a) The administrative change has institutional approval.
- (b) The institution certifies that adequate funds are available to cover the costs of the administrative change.
- (c) New costs during the first five years would not exceed \$2 million.
- (d) The administrative change meets all other criteria in Section 5.47 of Board Rules (relating to Criteria for Administrative Change Requests):
  - (1) The administrative overhead of universities and health-related institutions should be kept low to insure that most of the funds appropriated for higher education go toward the costs of instruction.
  - (2) The administrative costs of new academic units, particularly colleges and schools, should not be so high as to detract from the quality of the programs the administrative unit contains.

I understand that the Coordinating Board will update the program inventory of the institution to reflect the administrative change if no objections to the proposed administrative change are received during the 30-day public comment period.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

#### 2. TAMUS Office of Academic Affairs Approval

*On behalf of the A&M System, I certify that the Office of Academic Affairs has approved the administrative unit.*

\_\_\_\_\_  
James R. Hallmark, Ph.D.

\_\_\_\_\_  
Date



**MAYS BUSINESS SCHOOL**  
T E X A S   A & M   U N I V E R S I T Y

**MEMORANDUM**

**TO:** Cesare Malave  
ISEN Department Head, Look College of Engineering

**FROM:** Rich Metters  
INFO Department Head, Mays Business School  
4217 TAMU

**DATE:** August 1, 2014

**SUBJECT:** Support for ISEN to be the sole administering body for the MS-Engineering Systems Management degree

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The INFO Department supports the move by the College of Engineering to have sole responsibility for the MS-ENSM degree.

A handwritten signature in black ink, appearing to read 'Rich Metters'.